

TRANSDYNE

Web Delivery User Guide

Copyright Notice and Usage Terms

Copyright Notice

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Terms of Usage for TransDyne Web Delivery User's Manual

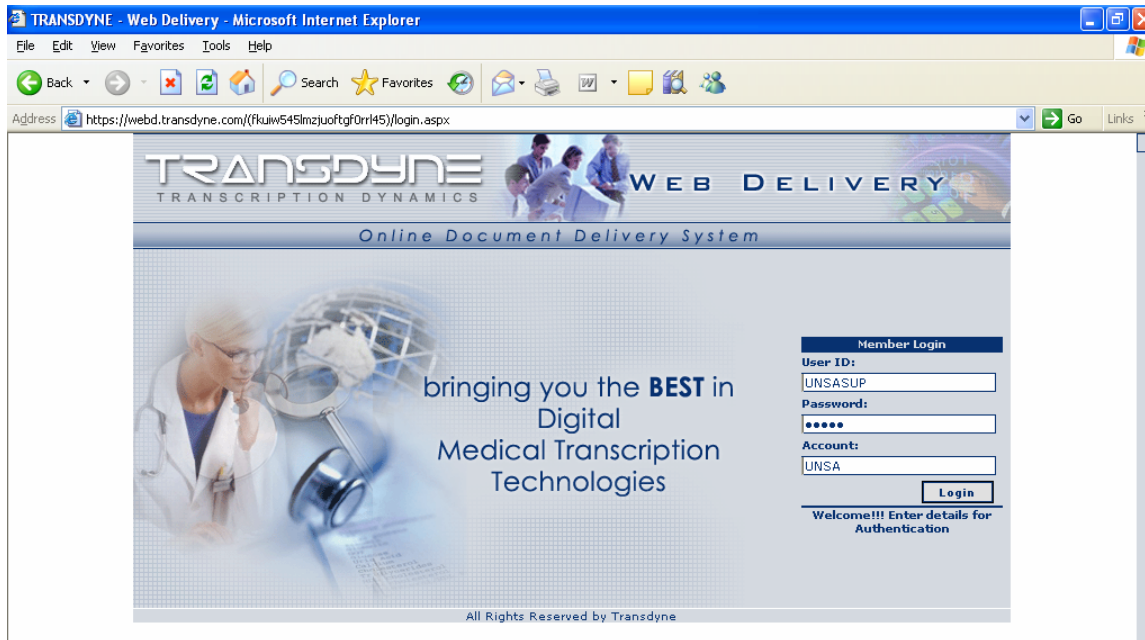
This manual is free for the exclusive use of TransDyne Web Delivery users. It is created to help you use the Web Delivery System. Sharing this manual with any one who is not a user of TransDyne Web Delivery is strictly prohibited.

Accessing the site and logging in.

Open your internet explorer and type in the following address in the address bar
https://webd.transdyne.com

You will be provided with a user id, password and account by your representative at ThinkSmart Inc (TransDyne)

Once you access the web site you will be able to login using the above information.

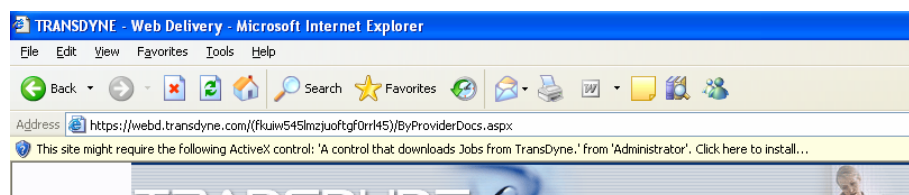


Enter the user id, password and account provided to you in the corresponding fields and click on the login button.

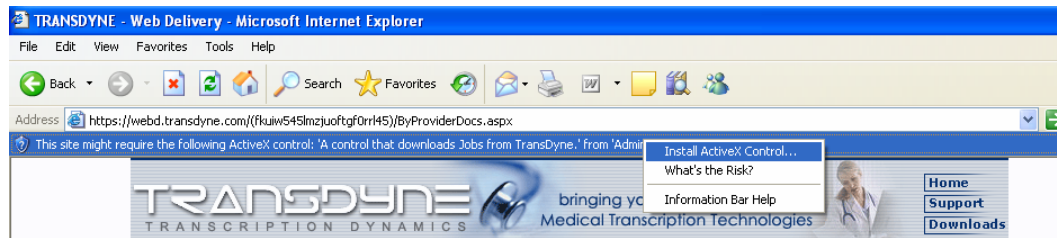
Installation issues – ActiveX control – Windows XP service pack2

TransDyne Web Delivery system needs an ActiveX control that will be downloaded to your machine the first time you log into the site.

On machines running windows XP service pack 2, you will manually have to start the download process by clicking on the yellow notification bar that appears under the address bar.



Click on the notification bar, you will be presented with a few options, select “Install ActiveX Control”



You will be presented with another dialog, select yes.



The concepts:

TransDyne Web Deliver System is developed based on the typical activity that takes place at most of our client sites. The two most important activities that are performed at most of our clients are:

- 1) Access the transcribed reports of the day and print them, so that they can be filed in the patient medical records.
- 2) Search and lookup transcribed reports from the past as needed.

The above tasks are easily performed using two features on the system – The Inbox and the Archive.

INBOX is the screen where you would find reports that are not printed or downloaded. Once a report is printed or downloaded, it is taken off from the inbox.

ARCHIVE is a chronologically arranged fully searchable list of all reports transcribed for your providers.

Getting familiarized with the system

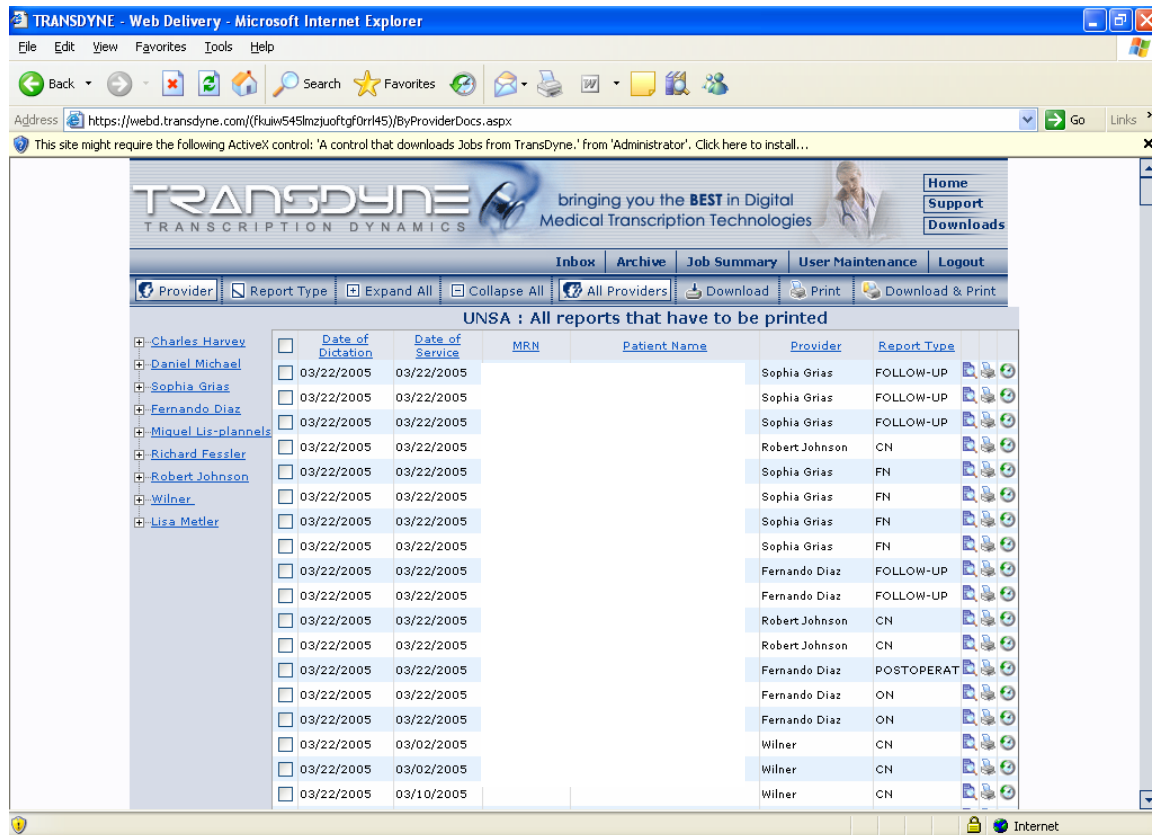


There are two key components to the system a menu and a tool bar. The menu is a list of options provided to you. (Inbox, Archive, Job Summary User Maintenance and Logout) when you select any of the options, you will be provided with more options or taken to the corresponding screens.

The Toolbar is a collection of buttons that will let you perform certain actions like, download print, sorting or changing the view. The buttons that are currently turned on for the current view are highlighted in the tool bar.

Inbox: Access the transcribed reports of the day and print them

After successful login you will be defaulted to the INBOX



In the inbox you will find all the reports that have not been downloaded or printed. You have the option to change the view. In the default view reports of all providers are displayed. Notice that the buttons “Provider” and all “All Providers” are high lightened in the toolbar.

To see the reports of only a particular provider, click on the provider name on tree in the left pane. You can further drill down and view only reports a particular type by clicking on the report types listed under the provider name.

TRANSDYNE - Web Delivery - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail Download

Address [https://webd.transdyne.com/\(fkuw545lmzjuoftgf0rr145\)/ByProviderDocs.aspx?t=P&provider=1102&coll=N](https://webd.transdyne.com/(fkuw545lmzjuoftgf0rr145)/ByProviderDocs.aspx?t=P&provider=1102&coll=N) Go Links

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Home Support Downloads

Inbox Archive Job Summary User Maintenance Logout

Provider Report Type Expand All Collapse All All Providers Download Print Download & Print

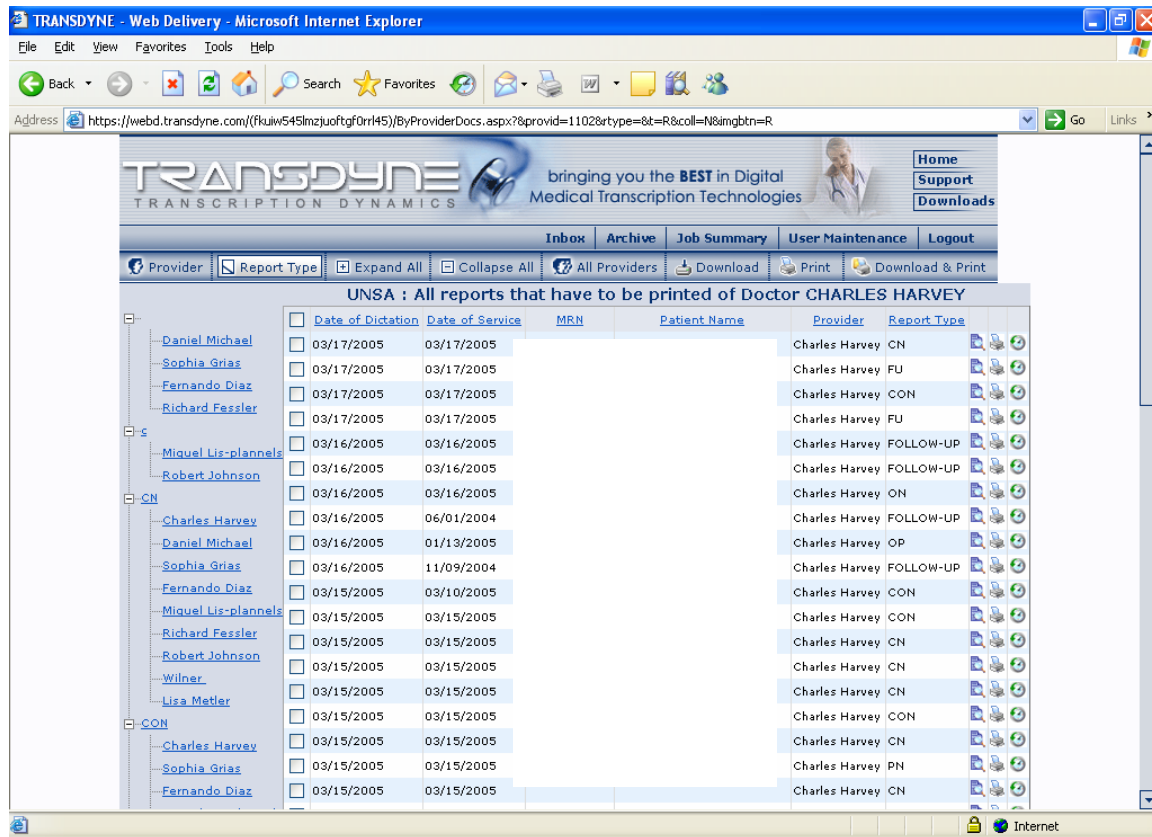
UNSA : All reports that have to be printed of Doctor CHARLES HARVEY

Date of Dictation	Date of Service	MRN	Patient Name	Provider	Report Type
<input type="checkbox"/> 03/17/2005	03/17/2005			Charles Harvey	CN
<input type="checkbox"/> 03/17/2005	03/17/2005			Charles Harvey	FU
<input type="checkbox"/> 03/17/2005	03/17/2005			Charles Harvey	CON
<input type="checkbox"/> 03/17/2005	03/17/2005			Charles Harvey	FU
<input type="checkbox"/> 03/16/2005	03/16/2005			Charles Harvey	FOLLOW-UP
<input type="checkbox"/> 03/16/2005	03/16/2005			Charles Harvey	FOLLOW-UP
<input type="checkbox"/> 03/16/2005	03/16/2005			Charles Harvey	ON
<input type="checkbox"/> 03/16/2005	06/01/2004			Charles Harvey	FOLLOW-UP
<input type="checkbox"/> 03/16/2005	01/13/2005			Charles Harvey	OP
<input type="checkbox"/> 03/16/2005	11/09/2004			Charles Harvey	FOLLOW-UP
<input type="checkbox"/> 03/15/2005	03/10/2005			Charles Harvey	CON
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CON
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	PN
<input type="checkbox"/> 03/15/2005	03/15/2005			Charles Harvey	CN

Done Internet

To go back to the default view and see all reports those have to be printed click on the “All Providers” button on the tool bar.

To sort by report type, (you might want to do this if you want to print all letters to a certain printer and office notes to another, or if you want to batch them for easy separation.) Click on the button that says “Report Type” on the Tool bar.



“Expand All” and “Collapse All” expand or collapse the items in the tree in the left pane.

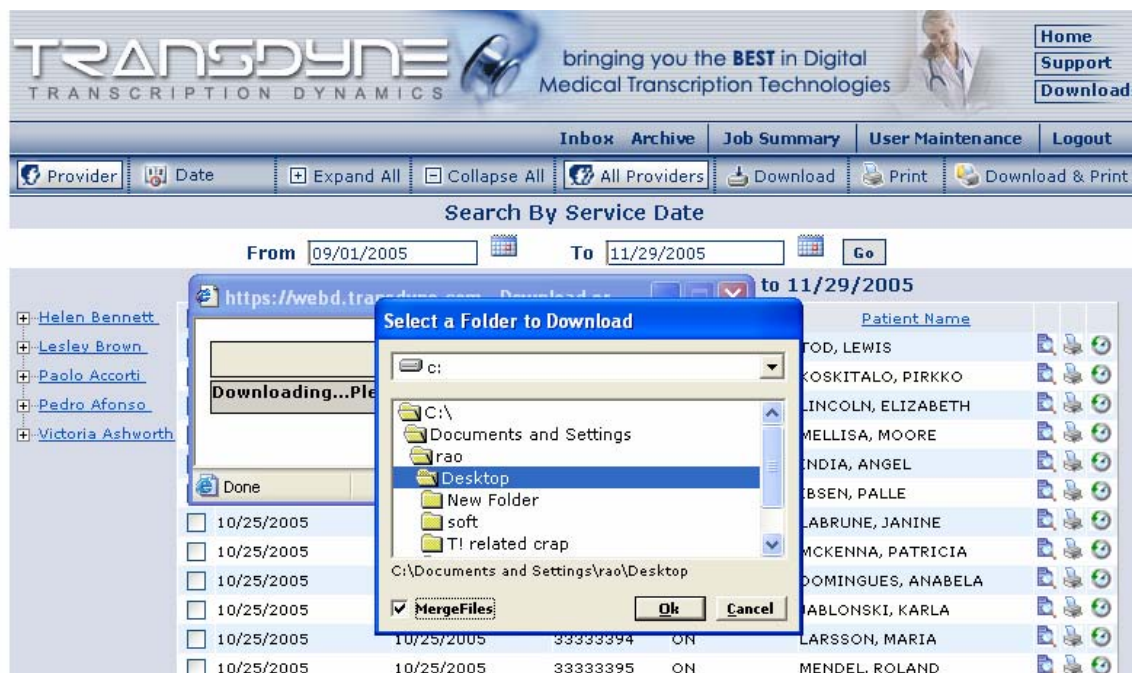
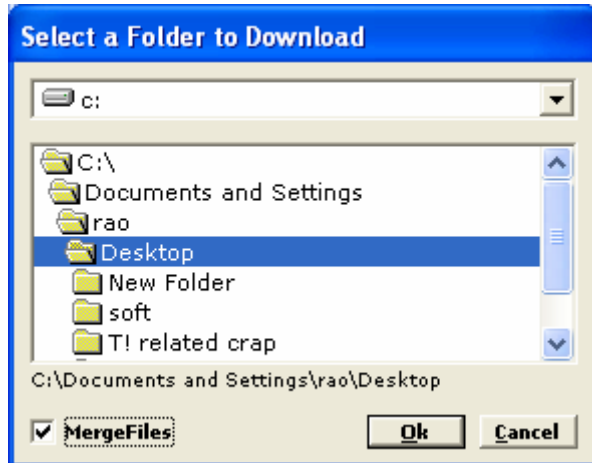
To print a single report click on the printer icon in the corresponding line of the reports listed. You can also preview the document in by clicking the preview button in the same line.

To download or print multiple reports as a batch, select the reports by marking the check boxes in the corresponding lines and click on the “Print”, “Download” or “Print & Download” buttons in the tool bar to perform the corresponding action.

To select all reports, click on the check box in the Label row (the row with column titles). Clicking this will either select or deselect all check boxes.

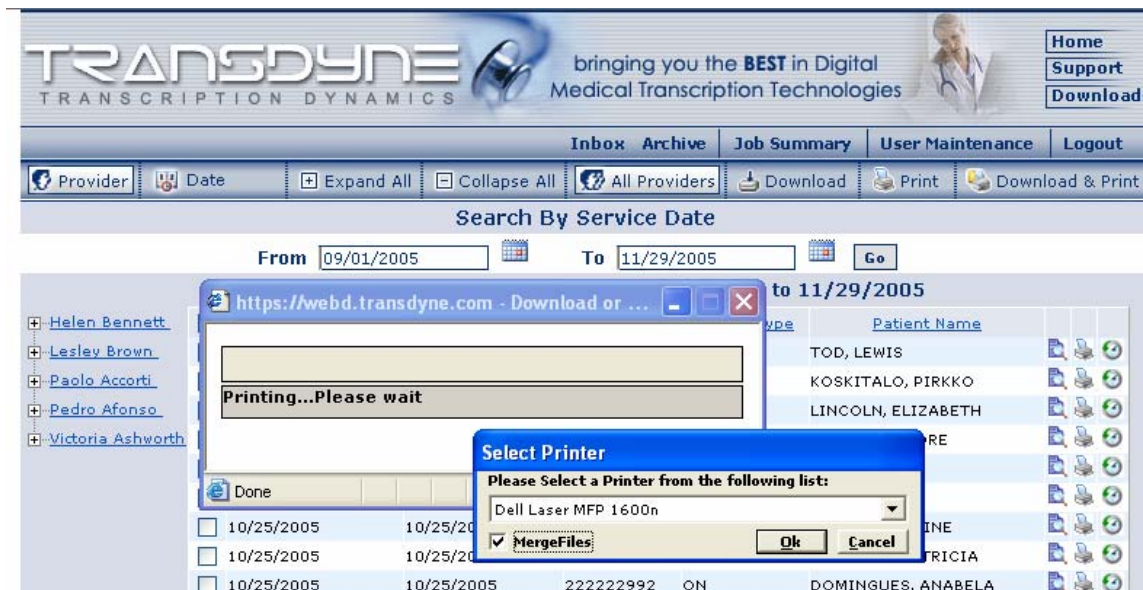
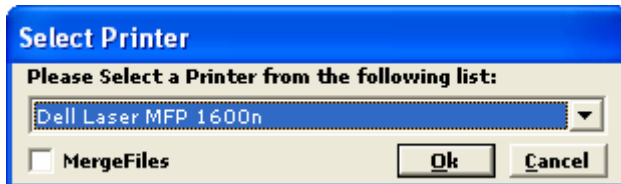
Using the Merge Feature while downloading files.

To use the merge feature, select the "Merge Files" check box in the select folder to download window.



Using the Merge Feature while printing files.

To use the merge feature, select the "Merge Files" check box in the select Printer window

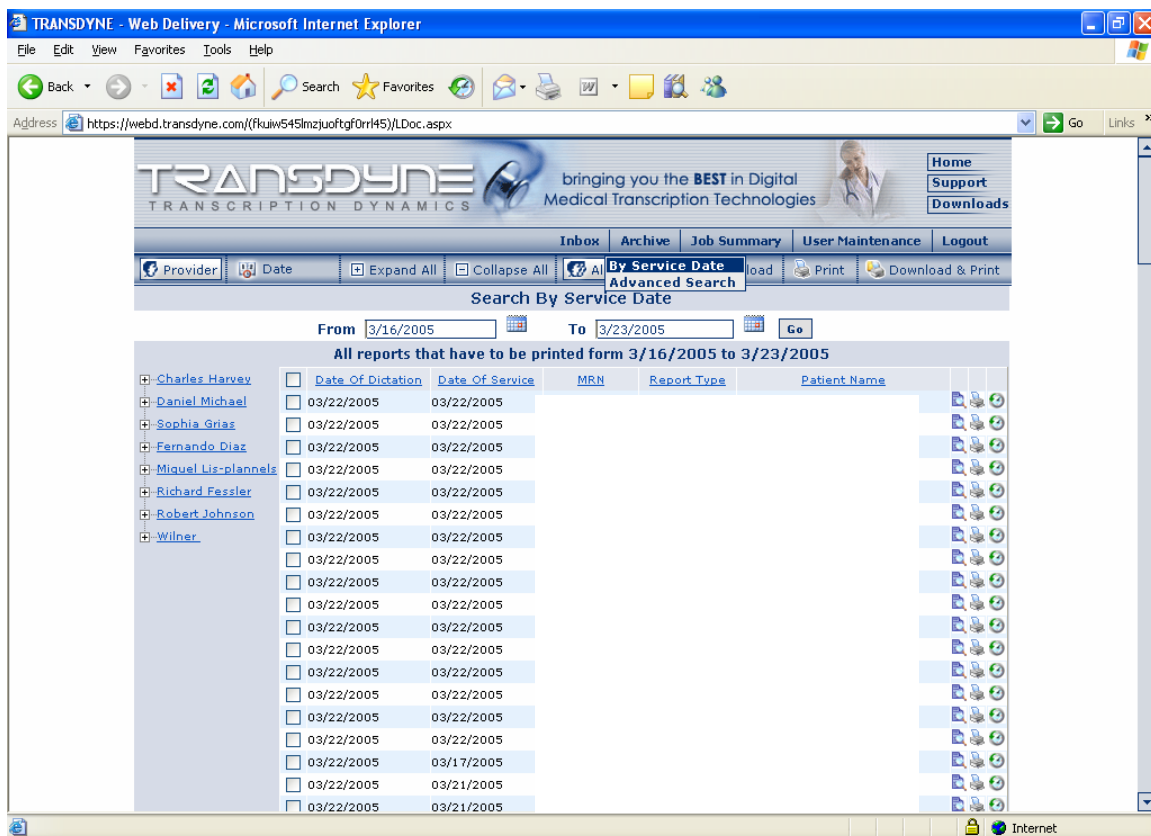


ARCHIVE: Search and lookup transcribed reports from the past as needed

To access the archive, select the menu option “Archive” and then select “By Service Date” or “Advance Search”.

By Service Date: Search by Service Date is a quick and easy way to look up reports transcribed on patients seen on a certain day or date range.

By default, the dates for the past 7 days are pre-filled into the “from” and “to” fields. Click on the calendar icon next to the field to popup a calendar and easily change the date. Click on Go to retrieve the reports for the dates selected.



To perform a more extensive search use the *Advanced search* option

Advanced Search: Advanced search will let you search for reports using any or all of the following criteria

To Access the advanced search screen select the menu option “Archive” and then select “Advance Search”. (➔ ARCHIVE ➔ Advance Search)

Click on the calendar icon next to the field to popup a calendar and easily change the date.

Understanding role and access

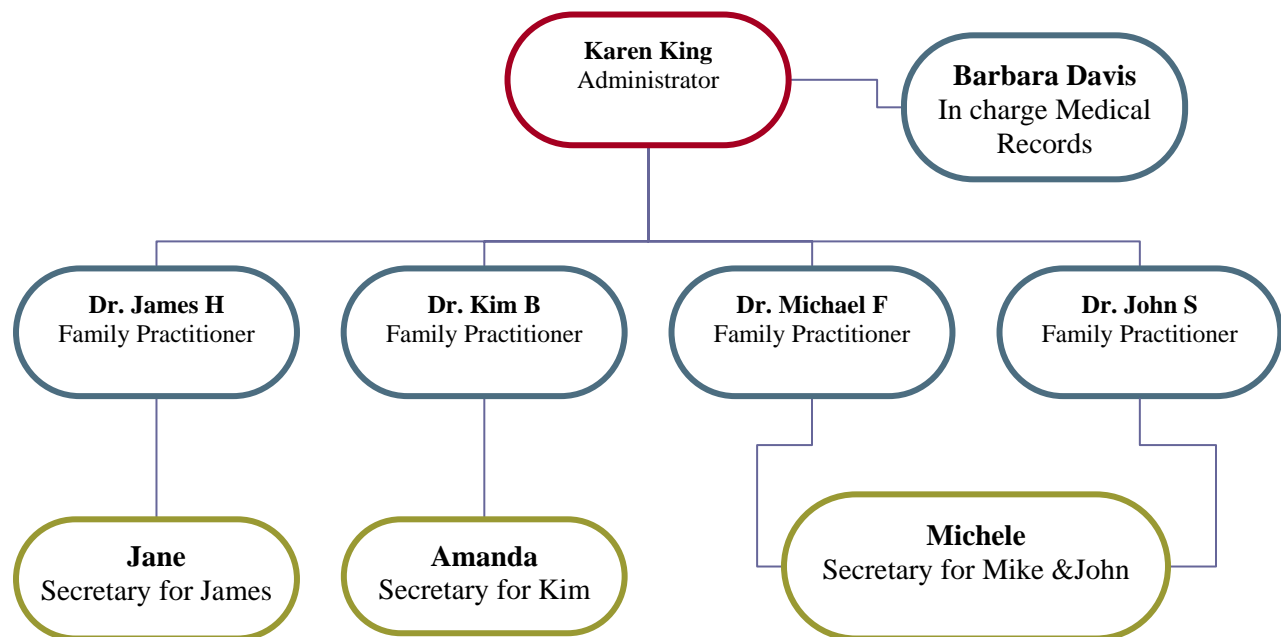
The web delivery system limits access to information and features based on the role of the user. The system supports two roles:

Super: A user with role 'super' has complete access to all the information of the users accounts and has user maintenance privileges.

Normal: A user with role 'normal' has access only to information of providers assigned to that user. Usually the super user of your account will be managing this.

For a good example of using the above feature lets consider a hypothetical clinic called ACE CLINIC. ACE is the account name assigned to it by TransDyne.

The following are the people at ACE CLINIC



As the administrator Karen King would have access to all information and privileges. She would be assigned a user id with role super by TransDyne.

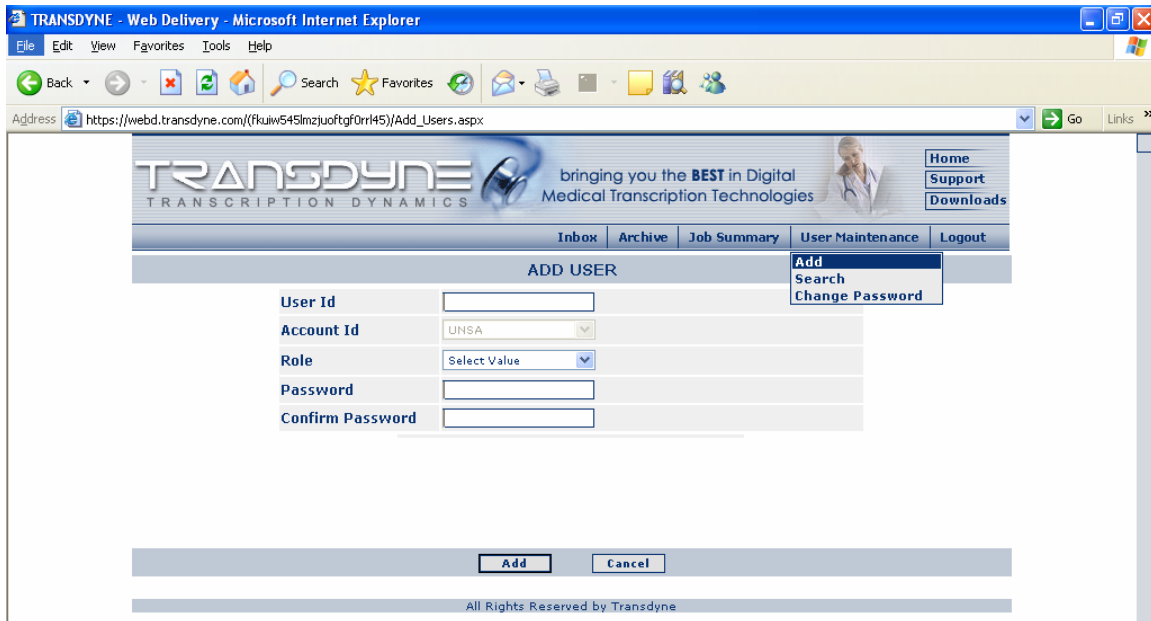
Karen can log into the system and create user id's for the rest of the people in her organization and assign access privileges. Here is how Karen would do it.

User	Role	Access to reports of	Comments
Karen	Super	ALL - automatically assigned	
Barbara	Normal	ALL - manually assigned by Karen	1
Jane	Normal	Dr. James H	
Amanda	Normal	Dr. Kim B	
Michele	Normal	Dr. Michael F and Dr. John S	2
Dr. James H	Normal	Dr. James H	3
Dr. Kim B	Normal	Dr. Kim B	3
Dr. Michael F	Normal	Dr. Michael F	3
Dr. John S	Normal	Dr. John S	3

- 1) As the medical records in charge Barbara needs to have access to records of all providers at ACE clinic, hence she is given access to reports of all providers.
- 2) Michele is given access to reports of both mike and John as she is their secretary.
- 3) The providers themselves have access to their reports only. This is optional.

Adding a user

After you are logged into the TransDyne Web Delivery system, select the menu option “Add User” under User Maintenance. (→ User Maintenance → Add User)



This will open the screen to add a user. Fill in the user id, Account will be pre filled for you. Then select the role as super or normal. If you select the role as super, you would not have to assign any more access rights as the user will have system wide access. If you select the role as normal, you will be given the option to select providers to whose reports, you would want to give access to the user. Type in the password and confirm by typing it again. When done, click on the add button to add this user.

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Home Support Downloads

Inbox Archive Job Summary User Maintenance Logout

ADD USER

User Id:

Account Id:

Role:

Password:

Confirm Password:

Provider:

Providers List

- Abutaher Yahia
- Arti Amin
- Lisa Metler
- Miguel Lis-plannels
- Paul King
- Paul Metler

Selected Providers

- Fernando Diaz
- Daniel Michael
- Charles Harvey

Add Cancel

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A confirmation screen with the information of user recently will be provided. Notice the list of providers assigned to this user. You can always go back and make changes to this users profile.

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Home Support Downloads

Inbox Archive Job Summary User Maintenance Logout

USER DETAILS

User Id: LISAM

Account Id: UNSA

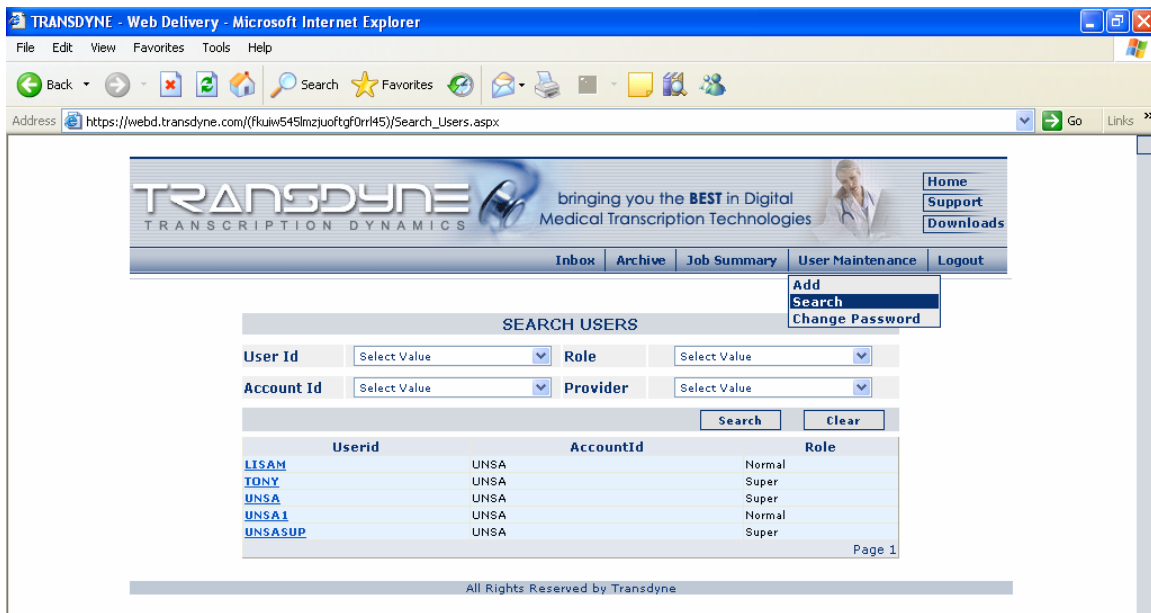
Role: Normal

Provider: Charles Harvey, Daniel Michael, Fernando Diaz

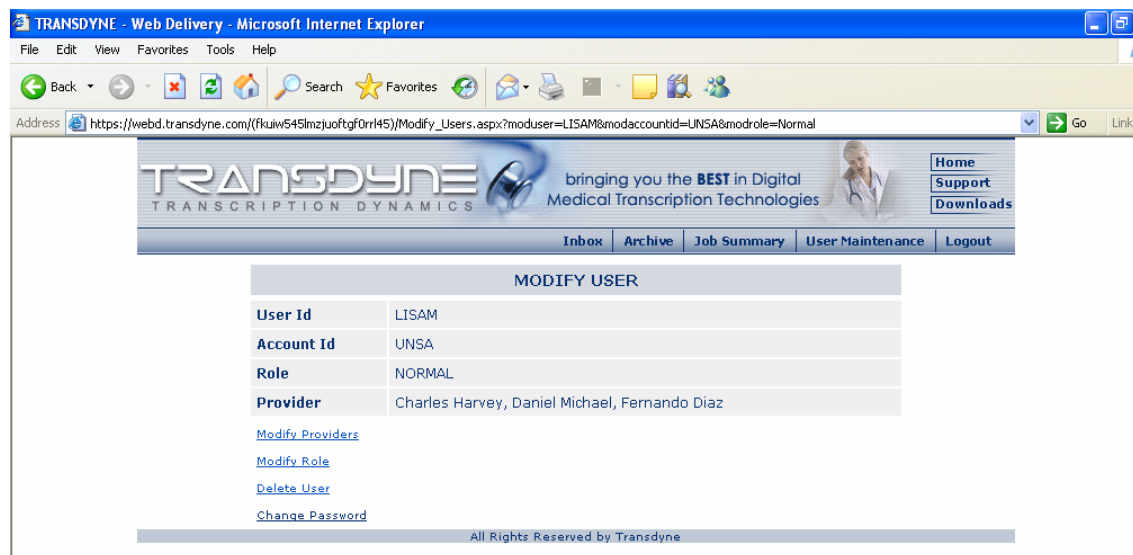
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Modifying the User

After you are logged into the TransDyne Web Delivery system, select the menu option “Search User” under User Maintenance. (➔ User Maintenance ➔ Search User)



Search for the user you want to make changes to by using one of the filter options provided in this screen. Once the user you are looking for is listed on the screen, click on the user id to go to the edit screen.



You have four options

- 1) **Modify Providers:** By clicking on this option, you will be able to reassign the providers assigned to this user.
- 2) **Modify role:** This is a quick way to change the role of the user from Super to Normal or Normal to Super.

- 3) Delete User: Select this option to delete the user permanently. (Up on termination of an employee make sure you delete the employee's user id from the system. This is a very important HIPPA requirement.)
- 4) Change password: You can change the user's password by selecting this screen.

Modify Providers

Change Password